

Rosslyn Plaza Buildings C & E 1601 and 1621 North Kent Street Arlington, Virginia 22209

United States Department of Agriculture Forest Service

Evacuation &

Emergency Response Handbook For the Washington Office Rosslyn Plaza Buildings C and E

1601 and 1621 North Kent Street Arlington, Virginia 22209



Prepared by nited States Forest Service Acquisition Manage

United States Forest Service Acquisition Management Office August 2003



Forward

This Emergency Response Handbook has been developed by the US Department of Agriculture Forest Service (US Forest Service) Facilities Management in cooperation with the US Forest Service offices in Rosslyn Plaza Buildings C and E. It complies with the Federal Property Management Regulation requirement that every facility — owned or leased — has an Occupant Emergency Plan. The Handbook summarizes the responsibilities of the facilities; the responsibilities of the US Forest Service offices; the duties of organization team members; and the responsibilities and specific actions to be taken by occupants to protect themselves from injury that are explained in greater detail within the plan. Also included are floor plans, organization charts, diagrams, and telephone numbers to help every employee understand and execute the plan.

Become familiar with this Handbook and your assigned responsibilities under it! A thorough knowledge of the emergency procedures will help ensure our safety and protection in a real emergency and provide a safer and more pleasant work environment.

We thank the many agency personnel for the help they provided in developing this Handbook.

If you have any questions or comments on this plan, please direct them to the US Forest Service Facilities Management at (202) 260-7399.

Dr. Thomas J. Mills Deputy Chief for Business Operations

SAFETY GUIDELINES

FIRE PREVENTION RULES

All employees shall observe the following fire prevention rules:

- 1. Keep stairwell doors closed at all times to minimize the spreading of fire from "chimney" effect.
- 2. Keep room and corridor doors closed in case of fire to provide temporary barrier against the spread of fire.
- 3. Do not store equipment or materials in corridors. Corridor storage presents an escape hazard.
- 4. Do not plug in excessive quantity of electrical equipment. Continuous loading of electrical lines cause insulation to become crisp and fall away from the wire. The hot wiring can readily ignite wall partition or other structures, which it may contact. Multiple plugs or plug strips should be avoided. If fuses or circuit breakers repeatedly blow out, the circuit probably is overloaded. Request an electrician to determine the possible deficiency.
- 5. Maintain good housekeeping in all areas of the building, as this is one of the most effective means of preventing fire.
- 6. Unauthorized and uninspected installation and operation of coffee makers, heating plates, and similar items should be avoided. Each organizational element should require regular, periodic inspections of these items by qualified electricians.
- 7. Obey "NO SMOKING" signs. Smoking is not permitted on the loading dock or in the garages due to the possibility of ignition of hazardous vapors.
- 8. Smokers should use designated receptacles for ashes and butts. This will prevent mulch, leaves, and/or trash from catching fire.
- 9. A minimum clearance of 2 feet should be maintained below ceilings or 18 inches below the heads of automatic sprinkler systems when furnishing an office especially in file rooms and areas containing shelving.
- 10. Discard refuse promptly. Combustible wastebaskets, such as plastic, should not be permitted. Call Building Management to discard bulky refuse which will not fit into receptacles.
- 11. Remove jams from copiers promptly. Jammed paper may be catch fire. Copier drums must be cooled before being cleaned with an approved solvent.

HOLIDAY DECORATIONS

To ensure a safe Holiday Season, employees shall follow these guidelines for displays and decorations:

- 1. Decorations and displays within assigned space shall conform to the general use of space as appropriate. Where large groups of persons are expected to view displays, adequate provisions shall be made for emergency egress.
- 2. Decorations and displays shall not involve lighted candles or other open flame or high heat producing devices.
- 3. Except as noted below, all decorations and displays in corridors, lobbies, or other public spaces and in cafeterias, auditoriums, or other places of assembly shall be constructed of noncombustible or flame-retardant materials and kept completely free and clear of any exit or access to an exit.
- 4. Limited amounts of combustible or flammable materials shall be permitted for small displays or for elements in larger size displays where such material does not present concerns for the occurrence or spread of a fire.
- 5. Traditional holiday decorations on office doors may contain limited amounts of combustible or flammable materials.
- 6. Noncombustible artificial Christmas trees are permitted in any size provided they do not interfere with any exit or access to an exit.
- 7. Natural Christmas trees less than 4 feet in height may be brought into the building for not more than two weeks provided they stand in water and do not interfere with any exit or access to an exit.

EVACUATION AND EMERGENCY RESPONSE PROCEDURES

EVACUATION PROCEDURES

All building occupants of the Rosslyn Plaza Buildings have certain responsibilities in order to ensure their safety in an emergency situation.

Before emergency/drill evacuation all occupants need to:

- Review the US Forest Service Occupant Emergency Plan.
- Know location of and route to primary and secondary exits. Review the designated stairwells, emergency exits, and evacuation routes using the floor plans in the back of this handbook. Floor plans are also posted within the building.
- Detach badge card from the back of this handbook and attach to badge holder for use during evacuation.
- US Forest Service badges must be worn at all time. Ensure that your ID badge is with you at all times.
- Understand from your supervisor where your office meets within the designated assembly areas. Review the US Forest Service Evacuation Assembly Area map in the Assembly Area section of this handbook.
- Know your designated Stairwell Wardens, Area Monitors, Stairwell Monitors, and Assembly Area Assistants in their geographic area. Follow the directions given by the Area Monitors and Stairwell Wardens.
- Know the emergency procedures in this plan.
- Know the locations of stairways, fire exits, fire alarms, designated evacuation routes, fire extinguishers, evacuation chairs, and designated assembly area.

Contractors

Contractors working within the building or on the grounds shall be advised by their Contracting Officer's Technical Representative at the beginning of the contract or at the beginning of work within the building of the existence of the Occupant Emergency Plan, what to do in an emergency, assembly points, and general evacuation procedures.

• Conferences or Meetings

• At the beginning of each conference or meeting, the person responsible for the meeting shall inform the meeting attendees of the locations of the nearest emergency exit and the nearest assembly point.

• First Aid/CPR/AED Training

• All employees are encouraged to receive first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) training.

• Fire-Extinguisher Use

 All employees are encouraged to receive training in the use and limitations of fire extinguishers. When an evacuation is declared, a general alarm will sound throughout the building. The alarm will sound rapidly several times. These evacuation procedures apply for evacuation due to fire, bomb threat, chemical incident, terrorist attack, power failure, civil disturbance, or drill. In all instances, the Rosslyn Plaza Buildings' public-address system will be used with the alarm to inform all employees of need to evacuate the building.

During emergency/drill evacuation all employees need to:

- KEEP CALM.
- Respond promptly to alarms and instructions. Exit quickly and safely.
- Continuous sound of the fire alarm bell is the signal that all personnel shall evacuate the building by the nearest exit, as directed by the Monitors, using the nearest stairwells. DO NOT USE ELEVATORS.
- Under no circumstance will unauthorized personnel be allowed to remain. NOTE:
- Disciplinary action could result if any employee refuses to evacuate or enters a prohibited area. [This will take the form of a fine to the Forest Service from Arlington County. The responsibility for paying the fine will then be forwarded on to the appropriate employee(s)].
- Secure sensitive materials and turn off electrical equipment.
- Take only personal belongings and clothing necessary to protect yourself from the weather. NOTE: please take your purse or wallet and your employee I.D..
- Once outside, go to the designated assembly area. Do not stand on the sidewalk or street adjacent to the building.
- If directed, assist in the evacuation of employees with disabilities or injured employees. The monitors will be given specific instructions by the Onsite Occupant Emergency Coordinator or Fire Department officials.
- Report promptly to your assembly area and check in with Assembly Area and supervisory personnel.
- Stand ready for instructions as to reentry or other action.
- If you cannot reach your assembly or designated area, proceed to the most practical assembly area to report in. Have the assembled group report you as accounted for on their list and turn in your name along with the missing persons report.
- Observe caution and hazard warnings including signs and tapes. Do not cross taped-off areas.
- Observe fire prevention rules contained in Safety Guidelines and ensure that safety of life is the first consideration in all activities.
- Notify Supervisor or Area Monitor of any special needs or conditions that may be aggravated in an emergency.
- Listen for special instructions to be broadcast over the Rosslyn Plaza Buildings' public address systems.
- Close office doors.
- Exit the building and proceed directly to the designated assembly area for your office. See US Forest Service Assembly Area Stairwell map in handbook.
- Do NOT re-enter the building until the security guard or Warden in your assembly area gives the all clear to re-enter.

- US Forest Service ID badges will be required for re-entry to the building for all employees.
- Do NOT go to any US Forest Service garages. All garage doors will be closed during an evacuation.

USE OF ELEVATORS

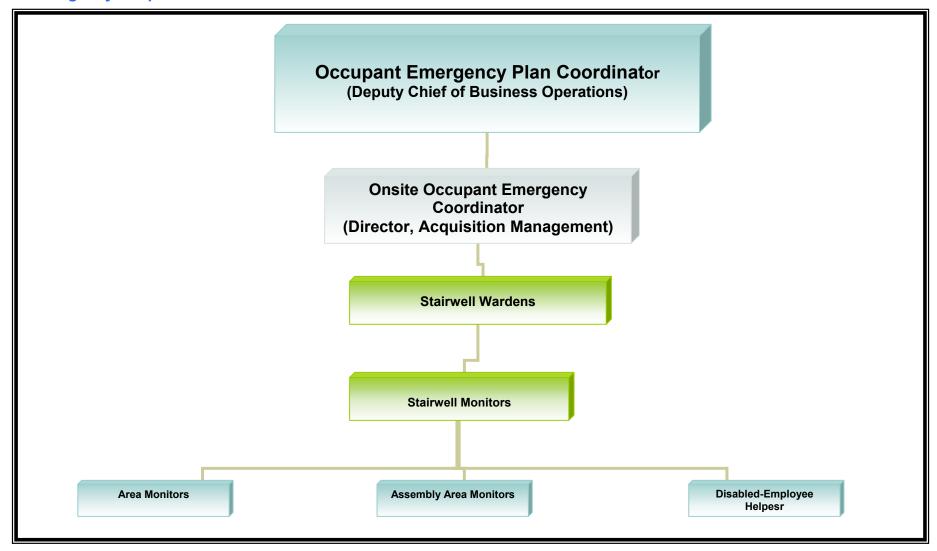
- During emergency conditions that necessitate building evacuation, it is imperative that occupants vacate by means of the stairs and not by the elevators. Employees with disabilities will be permitted to use the elevators. The elevators will be manually operated should a power failure or fire render the elevators inoperable.
- All elevators in the Rosslyn Plaza Buildings will operate unless there is a fire in the elevator well or a power failure. See the Evacuations Routes section for the floor plans with elevator locations.
- Floor Wardens and Area Monitors will work together to safely evacuate all physically disabled persons.

BUILDING RE-ENTRY

• The Onsite Occupant Emergency Coordinator — after consulting with Building Management and/or Arlington County officials — will contact Wardens by radio as to the "all clear" and the re-occupancy allowed. Additional clean-up and recovery of operations may be necessary before personnel can re-occupy space. For this reason, the "all clear" may not mean that personnel are allowed back into a particular area. Wait for specific instructions given through officials on site and/or the program offices, or by a general broadcast announcement.

EVACUATION ASSISTANCE

US Forest Service Rosslyn Plaza Occupant Emergency Plan Emergency Response Team



ONSITE OCCUPANT EMERGENCY PLAN COMMAND ORGANIZATION

Onsite Occupant Emergency Coordinator (OOEC):	Director, Acquisition Management
Alternate OOEC:	Assistant Director, Acquisition Management
*Stairwell Warden:	Rosslyn Plaza Building C, Stairwell A
*Stairwell Warden:	Rosslyn Plaza Building C, Stairwell B
	· · · · · · · · · · · · · · · · · · ·
*Stairwell Warden:	Rosslyn Plaza Building E, Stairwell A
	<u> </u>
*Stairwell Warden:	Rosslyn Plaza Building E, Stairwell B
	<u> </u>
*Alternate Stairwell Warden:	Rosslyn Plaza Building C, Stairwell A
	, , , , , , , , , , , , , , , , , , , ,
*Alternate Stairwell Warden:	Rosslyn Plaza Building C, Stairwell B
	, , ,
*Alternate Stairwell Warden:	Rosslyn Plaza Building E, Stairwell A
	, , , ,
*Alternate Stairwell Warden:	Rosslyn Plaza Building E, Stairwell B

^{*}Refer to Occupant Emergency Plan Contact List for more details.

US FOREST SERVICE COMMAND ORGANIZATION

The Command Organization is composed of the Onsite Occupant Emergency Coordinator, Stairwell Warden(s), and their alternates. It will perform the following duties:

- 1. Coordinate all activities among the members of the Command Organization to ensure a safe and efficient building evacuation and reoccupation.
- 2. Coordinate with building management, as necessary, to ensure a safe and efficient building evacuation and reoccupation.
- 3. Each member of the Command Organization shall perform their responsibilities as detailed in Section I: Roles and Responsibilities of this OEP.

Continuing Responsibilities:

- 1. Be thoroughly familiar with command structure and duties during an emergency.
- 2. Each member of the Command Organization shall perform their continuing responsibilities as detailed in Section I: Roles and Responsibilities of this OEP.
- 3. Participate in training programs.

US FOREST SERVICE ONSITE OCCUPANT EMERGENCY COORDINATOR

The Onsite Occupant Emergency Coordinator will perform the following duties:

- 1. Assist the Occupant Emergency Plan Coordinator in directing building evacuation and reoccupation.
- 2. Take direct command of floor or building evacuation when so directed.
- 3. Perform duties of Occupant Emergency Plan Coordinator in his/her absence.
- 4. Coordinate with the building management personnel on the evacuation of the US Forest Service personnel.
- 5. Report to building management and/or emergency personnel the status of evacuation and/or location of any personnel remaining in the building.

Continuing Responsibilities:

- 1. Assist the Occupant Emergency Plan Coordinator in planning for, training, supervising, and evaluating the building monitoring organization.
- 2. Be thoroughly familiar with the duties of the Occupant Emergency Plan Coordinator and all other monitor organization positions.
- 3. Participate in planning and conducting tests and telephone alerts for the monitor organization.
- 4. Keep the Occupant Emergency Plan Coordinator or Facilities and Space Management advised of any non-availability for emergency duty of more than one hour.

5. Hold meeting after emergency to submit report sheets, identify problems, and evaluate performance.

US FOREST SERVICE STAIRWELL WARDENS

Each Stairwell Warden serves under the direction of the Onsite Occupant Emergency Coordinator:

- 1. When alarm sounds, proceed to assigned floor, and verify presence of Area and Stairwell Monitors.
- 2. Maintain communications with USDA command center during emergency; provide progress reports on evacuation.
- 3. After checking with Stairwell Monitors, verify that occupants of all rooms in their respective areas have been evacuated. Inform the Onsite Occupant Emergency Coordinator of the status of evacuation and/or location of any personnel remaining in the building.
- 4. Assist all Monitors in exit control and moving occupants to the assembly point. Personnel are to remain in areas until "all clear" is sounded to return to the building, or given other directions by the Onsite Occupant Emergency Coordinator.
- 5. Assist all Monitors if necessary to search US Forest Service space for suspicious items, e.g. a bomb. The occupants of the space are the best source to determine if something belongs in an area. If something suspicious is located, do not touch, report to the next level in the command chain. Other personnel should continue their search until complete and report status.
- 6. Complete appropriate forms for reporting purposes.

Continuing responsibilities:

- 1. Be thoroughly familiar with duties during emergencies.
- 2. Know area boundaries and room layouts for room-checking purposes.
- 3. Report fire, safety, and evacuation hazards in area to Facilities and Space Management.

US FOREST SERVICE STAIRWELL MONITORS

Each Stairwell Monitor is under the general direction of the designated Stairwell Warden:

- 1. Go to assigned stairway; inspect for smoke or other obstruction; if obstructed, direct occupants to another stairway; keep doorway open during evacuation.
- 2. Control orderly movement of occupants into and within the stairway; see that they walk, not run; keep occupants moving in a single file down the stairway; exercise calming influence. Hold Evacuation Chair users until other personnel have excited the floor.
- 3. When all other personnel have gone down the stairwell, close the stairwell door and proceed down the stairs and exit.
- 4. Report to Stairwell Warden the status of evacuation and/or location of any persons remaining in the building.

Continuing Responsibilities:

1. Be thoroughly familiar with duties during emergencies.

- 2. Know area boundaries and room layouts for room-checking purposes.
- 3. Be familiar with the location of persons with disabilities in area.
- 4. Report fire, safety, and evacuation hazards in area to Stairwell Warden.
- 5. Participate in training with other members of the Occupant Emergency Plan organization.
- 6. Report Occupant Emergency Plan discrepancies to Onsite Occupancy Emergency Plan Coordinator.

US FOREST SERVICE AREA MONITORS

Each Area Monitor is under the general direction of their designated Stairwell Monitor:

- 1. When alarm sounds, proceed to assigned area. Determine if Stairwell Monitor is on duty. If not, assume that position; advise Alternate Area Monitor to perform duties of Area Monitor and notify the Stairwell Warden.
- 2. Direct area evacuees to nearest exits. If emergency is in that area, direct evacuees away from emergency area to other stairwells on that floor.
- 3. Check all rooms in area to see that all occupants have evacuated.
- 4. Once your area has been evacuated, report this to Stairwell Monitor and evacuate with other tenants.
- 5. Assist in stairway exit control and moving occupants to the designated assembly area. Personnel are to remain in areas until "all clear" is sounded to return to the building.
- 6. Complete appropriate forms for reporting purposes.

Continuing Responsibilities:

- 1. Be thoroughly familiar with duties during emergencies.
- 2. Know area boundaries and room layouts for room-checking purposes.
- 3. Be familiar with the location of persons with disabilities in the area.
- 4. Report, fire, safety, and evacuation hazards in area to Stairwell Warden.
- 5. Participate in training with other members of the Occupant Emergency Plan organization.
- 6. Report Occupant Emergency Plan discrepancies to Onsite Occupant Emergency Coordinator.

US FOREST SERVICE ASSEMBLY AREA MONITORS

Assembly Area Monitors perform their responsibilities under the direction of the Onsite Occupant Emergency Coordinator:

- 1. Verify the assembly area is safe for employees before they arrive; if not, direct them to another assembly area that is safe.
- 2. Report to designated assembly area and wait to gather reports from Stairwell Wardens and for reporting information to Onsite Occupant Emergency Coordinator.
- 3. Remain outside and record names of persons who are assigned to assembly area and those who are assigned elsewhere but not arrived due to conditions. Submit information to the Onsite Occupant Emergency Coordinator.
- 4. Complete appropriate forms for reporting purposes.

Continuing Responsibilities:

- 1. Be knowledgeable of the nearest areas of assembly, and know several routes to these areas.
- 2. Report to Onsite Occupant Emergency Coordinator persons who are trapped, missing, or in need of special attention. Also report any US Forest Service employees, contractors, and visitors who have arrived at your assembly area, rather than their own.
- 3. Submit appropriate forms to Stairwell Warden, Stairwell Monitor, or Onsite Occupant Emergency Coordinator.

US FOREST SERVICE DISABLED EMPLOYEES AND HELPERS

Persons who recognize that they will need assistance during an emergency situation should discuss their anticipated need with their Supervisor, and/or the Area Monitor or Stairwell Monitor for their area. Supervisory personnel and Onsite Occupant Emergency Coordinator can assign Helpers, arrange for a dedicated evacuation chair, arrange for visual alarms, etc. to assist the individual.

- 1. When the building alarm sounds, Helpers will assist employees with mobility disabilities from their work places to their assigned Evacuation chairs and then to the nearest safe stairwell.
- 2. Lower or assist personnel with disabilities down the stairwell as directed by the Stairwell Monitor. If the persons with disabilities or the Helpers feel unsure of the use of the Evacuation Chair, they are to notify the Stairwell Monitor. The disabled employee and Helper will wait in the stairwell for the fire department to assist. The fire doors in the Rosslyn Plaza buildings are fire-resistance rated to one hour. (Please refer to Section II: Building Occupant Instructions, Evacuation, Disabled Persons, in the US Forest Service Rosslyn Plaza Building Occupant Emergency Plan for more details regarding fire-door ratings.)
- 3. Evacuate the disabled employee from the building and move to the designated assembly area. Personnel are to remain in areas until "all clear" is sounded to return to the building.
- 4. Helpers will use the Evacuation Chair to assist the person with disability back to the workplace.

Continuing Responsibilities:

- 1. Be thoroughly familiar with duties and responsibilities during emergencies.
- 2. Be familiar with the location of persons with disabilities in the area.
- 3. Report fire, safety, and evacuation hazards in the area to the Area Monitor.
- 4. Participate with Monitors in Occupant Emergency Plan training and in the use of evacuation equipment.
- 5. Report Occupant Emergency Plan discrepancies to Facilities Management.

ADDITIONAL USFS OCCUPANT EMERGENCY PLAN PERSONNEL

US Forest Service Supervisors will perform the following duties:

- 1. Ensure safe evacuation of personnel from their area in accordance with the Occupant Emergency Plan and direction from the Occupant Emergency Plan personnel.
- 2. At the assembly or relocation area, with the assistance of appropriate personnel, identify any missing personnel and their last whereabouts. Supervisors should also note any contract personnel and/or visitors within their area who may be missing. NOTE: accounting for personnel may require the use of phone trees, and employee lists. In extraordinary circumstances, this may require contacting employees at home or from home.
- 3. Observe the fire prevention rules contained in the Safety Guidelines Section and ensure that safety of life is the first consideration in all activities.
- 4. Serve as Area Monitor if an Area Monitor is not designated or available.

Continuing Responsibilities:

- 1. Be knowledgeable of the Occupant Emergency Plan, the location of emergency exits, fire extinguishers, pull boxes, sprinklers, and the evacuation chairs.
- 2. Identify employees with special needs and determine specific emergency procedures, as necessary.

EMERGENCY RESPONSE PROCEDURES

In the event that any of the following emergencies require evacuation from the Rosslyn Plaza Buildings, the procedures for evacuation, as written in the Emergency Response Procedures Section of this Handbook, should be followed.

SPECIFIC RESPONSE ACTIONS

MEDICAL EMERGENCY/ACCIDENT WITHIN THE BUILDING

- Call 911 and report the emergency situation.
- Contact US Forest Service building management to be ready to receive emergency medical personnel.
- Notify the Onsite Occupant Emergency Coordinator of the incident by telephone and/or radio/pager.
- Under normal circumstances, only injured parties need to be relocated to the health unit or to the nearest hospital. Trained Medical personnel will make this decision along with the injured party.
- Notifications shall be made to the Facilities Management within 8 hours if any one or more persons receive medical attention due to an onsite incident.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

BOMB THREAT WITHIN THE BUILDING

Remove the bomb threat checklist from this book and keep it next to your desk phone at all times. If a bomb threat is received, the following procedures should be followed and the information obtained should be written on the checklist.

- Try to obtain as much information from the caller as possible. Use the bomb threat checklist found on pages 12 to 13 of this Handbook.
- At the end of the call, if your phone has a malicious call feature, activate this feature.
- From another phone, immediately notify Charles E. Smith Building Management Emergency number and then one of the Facilities Management numbers at 703-769-1250, and 202-260-7399, respectively. Provide as much information as possible. Building Management or Facilities Management will notify the Onsite Occupant Emergency Coordinator
- Notify your office manager or supervisor.
- Await further instructions.
- If evacuation is required, follow evacuation procedures.
- In the event of a bomb search, assist all Monitors in exit control and moving occupants to the assembly points. Personnel are to remain in those areas until "all clear" is sounded to return to the building, or other instructions are given by the Onsite Occupant Emergency Coordinator.
- Building Management will notify the Onsite Occupant Emergency Coordinator upon notification of a bomb threat.

- The extent of evacuation will depend on the situation and the nature of the threat received.
- The following is a sample broadcast message that can be passed telephonically to each affected program office, via public address system, broadcast e-mail, US Forest Service network, etc.:

"A bomb threat has been received for the (insert your area). As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately, and move to your designated assembly area. Wait there for further instructions." **Or**

"A bomb threat has been received for the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions."

Notifications that may be required:

- 1. Occupant Emergency Plan Coordinator.
- 2. GSA Federal Protective Service.
- 3. US Forest Service Headquarters Business Operations.
- 4. USFS Safety and Health.
- 5. Other neighboring agency contacts.
- 6. Charles E. Smith Building Management.

Follow-up Reports that mat be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

BOMB THREAT OUTSIDE THE BUILDING

- Await further instructions.
- If evacuation or relocation is required, follow the procedures provided by emergency response personnel or in the broadcast message.
- Partial or complete evacuation may not be warranted because it may put people in a more hazardous situation. This depends on the situation. If evacuation is warranted, employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Monitors, Wardens, or physical barricades.
- Relocation of personnel to other areas within the building may be the best answer. Employee release is another option.
- The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, or US Forest Service

Network:

"A bomb threat has been received for the (insert area) area. As a precautionary measure, you are requested to stay in the building [or stay away from (insert affected area) area]. Wait for further instructions." **Or**

"A bomb threat has been received for the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions."

Notifications that may be required:

- 1. GSA Federal Protective Service.
- 2. US Forest Service Headquarters Business Operations Deputy Office.
- 3. USFS Safety and Health.
- 4. Other neighboring agency contacts or Buildings Management.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

BOMB THREAT CHECKLIST



KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!



Voice	Accent	Manner	Background Noise
Loud	Local	Calm	Factory Machines
High Pitched	Foreign	Rational	Bedlam
Raspy	Race	Coherent	Music
Intoxicated	Not Local	Deliberate	Office Machines
Soft	Region	Righteous	Mixed
Deep		Angry	Street Traffic
Pleasant		Irrational	Trains
Other	Speech	Incoherent	Animals
	Fast	Emotional	Quiet
Language	Distinct	Laughing	Voices
Excellent	Stutter		Airplanes
\square_{Fair}	Slurred	Familiarity With	Party Atmosphere
Foul	Slow	Threatened Facility	
Good	Distorted	Much	
Poor	Nasal	Some	
Other	Lisp	None	
	Other		
	QUEST	TIONS TO ASK THE	CALLER
. When is the bo	omb going to exp	lode?	
. Where is the b	omb?		

4.	What kind of bomb is it?	
5.	What will cause it to explode?	
6.	Did you place the bomb?	
7.	Why did you place the bomb?	
8.	Where are you calling from?	
9.	What is your address?	
10.	. What is your name?	
	OBSERVATIONS	
11.	OBSERVATIONS If voice is familiar, whom did it sound like?	
12.	If voice is familiar, whom did it sound like?	
12. 13.	If voice is familiar, whom did it sound like? Were there any background noises?	
12. 13. 14.	If voice is familiar, whom did it sound like? Were there any background noises? Telephone number call received at:	

DIAL 911 IMMEDIATELY AND REPORT THREAT

SUSPICIOUS ITEM WITHIN THE BUILDING

If suspicious item is found within the building, implement the following procedure:

- Do not touch or attempt to move the suspicious item. Evacuate the immediate area. Notify the Arlington County Police Department (ACPD) by calling 911; and Onsite Occupant Emergency Coordinator, Law Enforcement and Investigations, and GSA Federal Protective Service by calling 1-800-325-9034, 202-501-0907, or 202-708-1111, respectively.
- The extent of evacuation will depend on the situation and the nature of the threat. Other options include relocation of personnel within the building, to another building, or employee release. Employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.
- Relocation will depend on the situation and the nature of the threat received. Evacuation and employee release are other options.
- The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, and/or via broadcast voicemail, and US Forest Service Network:
 - "A suspicious package has been found in the (insert affected area) area. As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately (provide specific instructions such as leave by way of the south building), and move to your designated assembly area. Wait there for further instructions." **Or**
 - "A suspicious package has been found in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions."

Notifications that may be required:

- 1. GSA Federal Protective Service
- 2. USFS Headquarters Business Operations
- 3. USFS Safety and Health
- 4. Other neighboring agency contacts.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL SPILLS/RELEASES WITHIN THE BUILDING

In the event of a chemical accident:

- Do not try to contain or clean up.
- Evacuate immediate area and immediately notify authorities.
- Prevent others from entering affected area.
- Thoroughly rinse with water any externally affected body parts.
- Wash hands with soap and water.
- Call Arlington County Fire HAZMAT at 911 and Law Enforcement/Security, Facilities Management, Onsite Occupant Emergency Coordinator, and GSA Federal Protective Services at (1-800-325-9034 or 202-501-0907) and provide the following information: agent spilled/released; the location of the spill/release; a brief description of the accident; and the nature of any injuries.
- Remain in a neighboring area so that information can be provided to emergency response personnel and further decontamination measures can be taken if warranted.
- If you are not certain of the chemical nature of the spill, do not attempt to clean it up. Do not attempt to reenter area to retrieve belongings. If medical symptoms develop, report to the health unit.
- Building Management or Facilities Management will notify Arlington County Fire Department HAZMAT Team, the Rosslyn Plaza Buildings C and E building management, and the Occupant Emergency Plan Coordinator upon notification of a chemical, biological, or radiological spill/release.
- Partial or complete evacuation depends on the situation. Relocation may be warranted. Employees need to be directed to avoid hazardous area. This may include redirecting personnel to other stairways or exits. Use Wardens or physical barricades.
- Relocation to other parts of the building are not usually warranted unless the hazard is small, localized, and under control.
- The following is a sample broadcast message that can be passed on telephonically to each affected program office and then to employees via bullhorn, broadcast voicemail, and/or US Forest Service Network:
 - "A (chemical, biological, or radiological) release has occurred in the (insert affected area). As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately and move to your designated assembly area." **Or**
 - "A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions."

Notifications that may be required:

1. Arlington County Fire Department HazMat Team and the Rosslyn Plaza Buildings C and E Emergency Response Team.

- 2. GSA-Safety and Environmental Management Division: if there's a chemical, biological, or radiological release to the environment which draws media attention.
- 3. EPA Region 3: if any of the above releases have been made to the environment above reportable quantities. Depends on nature of chemical and nature of release.
- 4. Coast Guard Response Center if any of the above releases have been made to the environment or into navigable waters. Also depends on nature of chemical and nature of release
- 5. U.S. Postal Service if any of the releases are associated with a mailed document or package.
- 6. The Sewage Treatment Center if any of the releases have been made to the sewer system.
- 7. Employee and Labor Relations.
- 8. Federal Bureau of Investigation, Arlington County Metropolitan Police, GSA Federal Protective Service, if malicious intent is suspected.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

CHEMICAL, BIOLOGICAL, or RADIOLOGICAL SPILL/RELEASES OUTSIDE THE BUILDING

- Remain in the building. Evacuation may be more hazardous. Await further instructions.
- Building Management or Onsite Occupant Emergency Coordinator shall notify Arlington County Fire Department HAZMAT Team, the Onsite Occupant Emergency Coordinator, and the Occupant Emergency Plan Coordinator upon notification of a chemical, biological, or radiological spill/release.
- Relocation to other parts of the building may be the best response. Employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Monitors, Wardens, or physical barricades.
- The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, via broadcast voicemail, and US Forest Service Network:
 - "A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, you are requested to remain in the building. As a further precautionary measure, the building ventilation equipment has been shut off. Wait for further instructions." **Or**
 - "A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions. As a further precautionary measure, the building ventilation equipment has been shut off."

Notifications that may be required:

- 1. Headquarters Business Center.
- 2. Employee and Labor Relations.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

HEAVY SMOKE/FIRE/EXPLOSION WITHIN THE BUILDING

In the event of any of the above incidents:

- Evacuate immediate area.
- Pull Fire Alarm pull box upon exit from the area.
- Do not attempt to fight fire if it is beyond your knowledge, skills and abilities.
- Do not attempt to reenter building to secure or retrieve belongings.
- Do not allow others to reenter building.
- From a safe location, call 911 and US Forest Service Facilities Management by calling 202-260-7399 to report:
 - 1. The nature and extent of the smoke/fire.
 - 2. Any potential cause of the smoke/fire.
 - 3. The relocation site used.
 - 4. Any persons missing/trapped.
 - 5. The number and extent of injuries.
- Activation of the Fire Alarm Pull station will activate the Occupant Emergency Plan and notify Arlington County Fire Department. Onsite Occupant Emergency Coordinator will notify Facilities and Space Management.
- A complete evacuation may be required depending on the nature and scope of the emergency. Follow the instructions provided by the US Forest Service public address.

Notifications that may be required:

- 1. Arlington County Fire Department (made by calling 911 and Facilities Management at 202-260-7399).
- 2. US Forest Service Headquarters Business Operations.
- 3. USFS Safety and Health.
- 4. Other neighboring agency contacts.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

HEAVY SMOKE/FIRE/EXPLOSION OUTSIDE THE BUILDING

- If you notice smoke or fire outside of the building, remain in the building unless notified by emergency response personnel to take other actions.
- Implement building evacuation procedures.
- Onsite Occupant Emergency Coordinator will activate the Occupant Emergency Plan and will asses the situation and notify the local fire department, as necessary.
- Evacuation may put personnel in greater danger; therefore, the situation should be assessed before the decision is made to evacuate the building or a zone. Employees may need to be directed to avoid a more hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Monitors, Wardens, or physical barricades.
- A partial or complete relocation may be required depending on the nature and scope of the emergency.
- The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, or US Forest Service Network:

"A situation has developed outside the building. As a precaution, take your personal belongings and move immediately to the first floor level. Await there for further instructions. Also as a precaution, the building ventilation equipment has been shut off"

Notifications that may be required:

- 1. Arlington County Fire Department (made by calling 911 and USFS Facilities Management at 202-260-7399).
- 2. USFS Deputy Office of Business Operations.
- 3. USFS Safety and Health.
- 4. Other neighboring agency contacts or building management.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

POWER OUTAGES

- Determine whether localized to your immediate office or other areas of the building.
- If localized, call the Rosslyn Plaza Building C or E building management and Facilities Management at 703-769-1250 and 202-260-7399, respectively. If other conditions are present (e.g. smoke, fire), evacuate the building.
- Otherwise, await further instructions.
- DO NOT use open flames such as matches or lighters for emergency lighting.
- Facilities and Space Management shall notify the Occupant Emergency Coordinator after determining the extent of outage.
- If widespread, Facilities Management shall notify the Occupant Emergency Plan Coordinator and Security.
- The Onsite Occupant Emergency Coordinator shall contact Building Management to check the elevators for personnel. The Building Management shall immediately check for signs of elevator entrapment and notify Arlington County Fire Department of any entrapment situations by calling 911.
- Power outages do not usually require evacuation unless other conditions arise (e.g., fire, smoke). Relocation and/or employee release may be warranted if outages will be prolonged.
- Relocation may be warranted if the conditions will be prolonged.

Notifications that may be required:

1. None.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

DEMONSTRATIONS/ DISTURBANCES OUTSIDE THE BUILDING

- Move away from windows.
- Contact Arlington County Police Department by calling 911, US Forest Service Facility Management by calling 202-260-7399 and Building Management by calling 703-769-1250.
- Do not attempt to engage in verbal or physical confrontation with demonstrators.
- Await further instructions.
- Facilities Management shall notify the Onsite Occupant Emergency Coordinator, or local law enforcement, and the Occupant Emergency Plan Coordinator.
- Once notified by US Forest Service, Building Management shall take the lead to contain and/or control the demonstration or disturbance.
- Evacuation is usually not warranted.
- Relocation to other parts within the building may be necessary if the demonstration

becomes violent.

Notifications that may be required:

- 1. GSA Federal Protective Service by calling (1-800-325-9034, 202-501-0907, or 202-708-1111).
- 2. US Forest Service Headquarters Business Operations.
- 3. Arlington County police Department at 911.

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

HANDLING OF MAIL AND PACKAGES

Any letter or package that has any of the following characteristics should be considered suspicious:

- Anything out of the ordinary from what your office normally receives.
- Illegible or no return address.
- Inaccurate name or title.
- Misspelling of common words.
- Restrictive endorsements such as "Personal" or "Confidential."
- Unusual writing or printing.
- Unusual weight or bulk, or is lopsided or oddly shaped.
- Excessive postage or excessive tape.
- Suspected or protruding wires or strings.
- Having oily stains or wetness on the outside.
- Containing powders, liquids, aerosols, or granular substances on the inside.
- Pressure or resistance noted when removing contents from an envelope.

The following precautionary procedures should be followed if any letter or package is considered suspicious:

- Stop opening the letter or package.
- Carefully cover the letter or package if possible (e.g. use plastic, upside down trash can, article of clothing, etc.) and leave it out where it was identified as suspicious.
- Inform others in the room and evacuate the area near the letter or package.
- Notify facility management at 202-2601-7399.
- Call 911.

- Notify Building Management at the Emergency Hotline at 703-769-1250. Ask building Security to turn off the HVAC system on the floor where the potential hazardous item is located.
- If exposed to liquid, powder, aerosol, or granular substance from the letter/package—immediately wash all exposed skin with soap and water.
- Place all items worn when in contact with the suspected item in plastic and have available for Haz/Mat Personnel.
- Move to safe area to brief Haz/Mat Personnel.

EARTHQUAKES

- Move away from windows.
- Sit under sturdy objects such as desk or tables. Be prepared to move with the desk or table as they move across the floor. Be prepared for after shocks that may follow an initial earthquake.
- Leave the building as soon as it is safe to do so by stairways only. Be aware of other possible problems such as fire.
- Report any injuries or emergency needs by calling 911 and Facilities Management by calling 202-260-7399.
- The Onsite Occupant Emergency Coordinator and employees shall follow the procedures for any related emergency (i.e. fire, medical emergency, etc.).
- The USDA Damage Control Team shall review the building structure and advise the Occupant Emergency Plan Coordinator of potential damaged areas.
- The USDA Damage Control Team shall make recommendations to the Occupant Emergency Plan Coordinator based on the nature and extent of damage.
- Evacuation/Relocation: None during the earthquake; complete evacuation after the shaking/vibrations have ceased.

Notifications that may be required:

1. None (unless other emergencies arise).

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL. http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

TORNADOES/HIGH WINDS

- Move away from windows.
- Move to interior spaces, e.g. corridors, or rest rooms, with the fewest number of windows. Sit facing the wall with head between bent knees.
- US Forest Service Security shall activate Occupant Emergency Plan as it pertains to related emergency, e.g. fire, medical emergency, flood, etc., or related damage.

- The Damage Control Team shall review the building structure and advise the Occupant Emergency Coordinator of damaged areas.
- The Damage Control Team shall make recommendations to the Occupant Emergency Plan Coordinator based on the nature and extent of damage.
- No evacuation during the tornado, hurricane, or high winds.
- Complete evacuation may be necessary depending on extent of damage resulting from the tornado or hurricane.

Notifications that may be required:

1. None (unless related emergencies arise).

Follow-up reports that may be required:

- 1. CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
 - Form CA-1 can be downloaded from the following URL.
 http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf
 - The point of contact is the Human Resources OWCP representative.

OTHER EXTERNAL EMERGENCY

An external emergency is an emergency other than a natural disaster that affects the facility from the outside of the building. This could be a fire, a flood, smoke, a terrorist act, etc.

- Unless another emergency presents itself (e.g., fire, smoke, etc.), await instructions. Instructions will be disseminated through Supervisory chain, US Forest Service Network, broadcast voicemail, or by Security.
- The Onsite Occupant Emergency Coordinator shall activate the Occupant Emergency Plan upon learning of an external emergency if the situation warrants. Notification can be by means of agency counterparts, the news, the Arlington County Emergency Medical Services or by some other means.
- None, partial, or complete evacuation; a building-wide employee release may be required. Note: The decision to release employees is the responsibility of the Deputy Chief of Business Operations upon the recommendation of the Onsite Occupancy Emergency Coordinator.

Notifications that may be required:

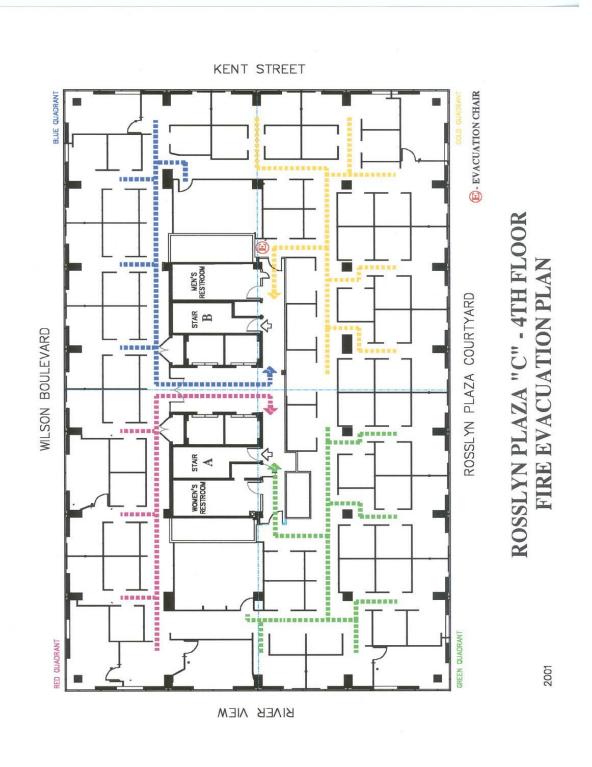
1. None

Follow-up reports that may be required:

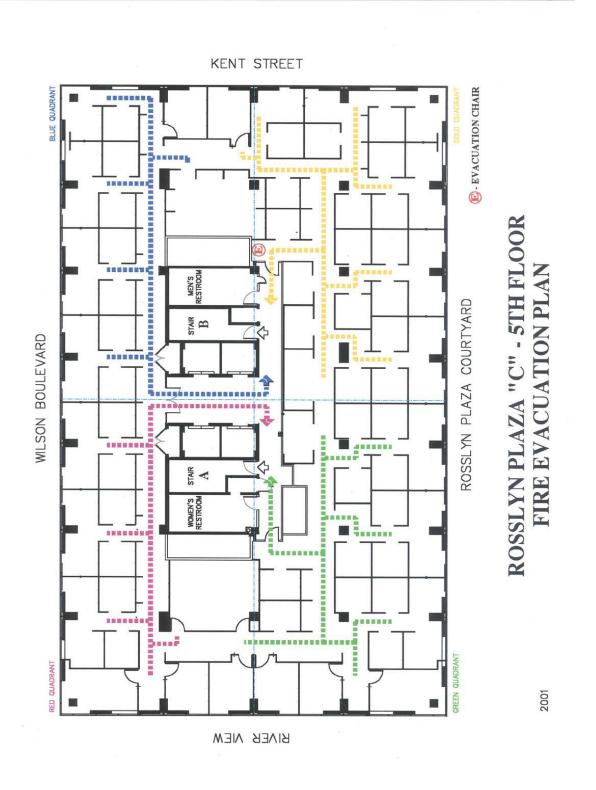
1 None

EVACUATION ROUTES

1601 North Kent Street 4th Floor Evacuation Routes

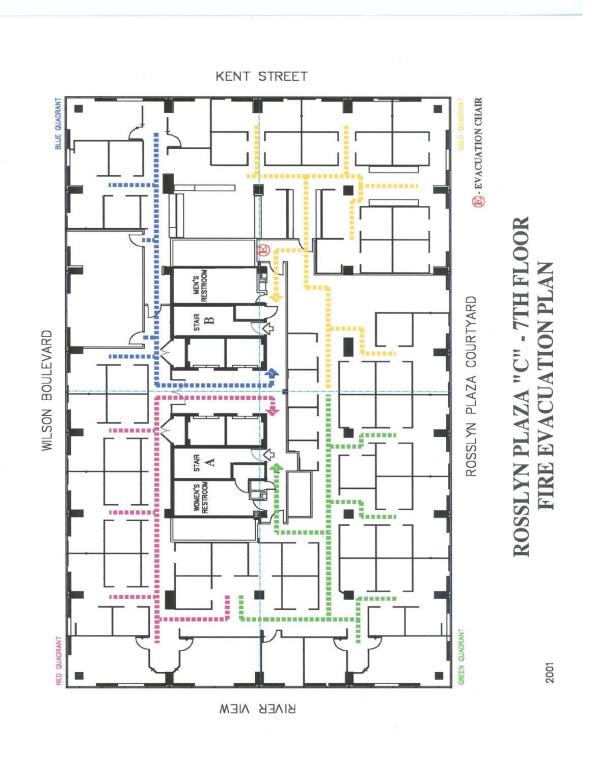


1601 North Kent Street 5th Floor Evacuation Routes

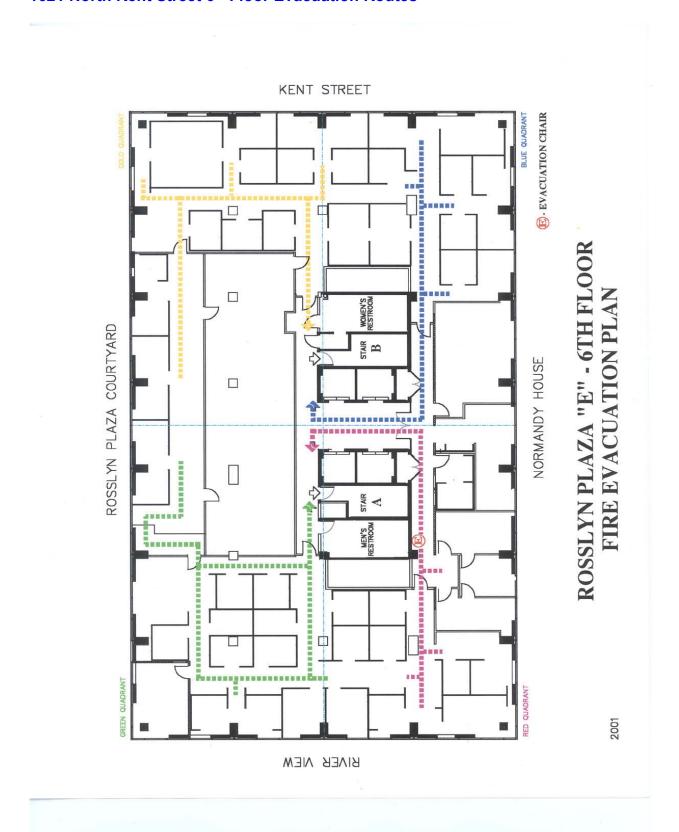




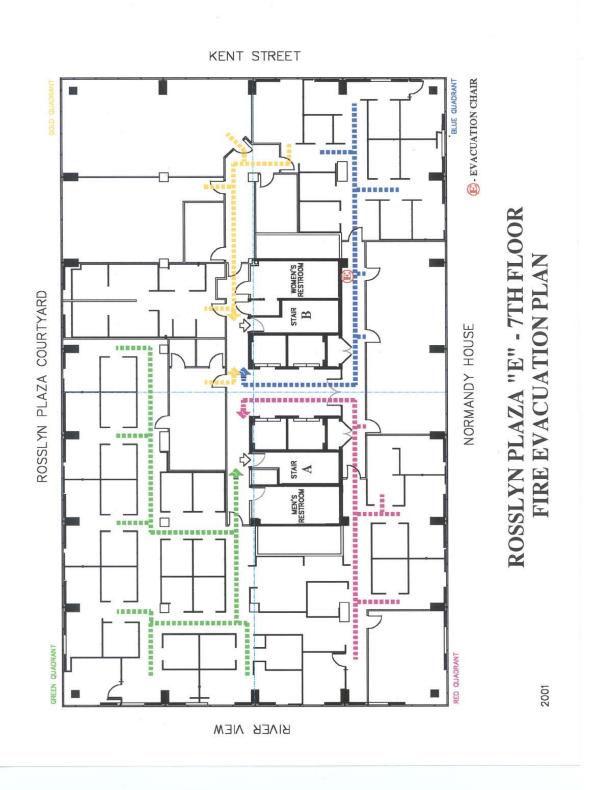
1601 North Kent Street 7th Floor Evacuation Routes



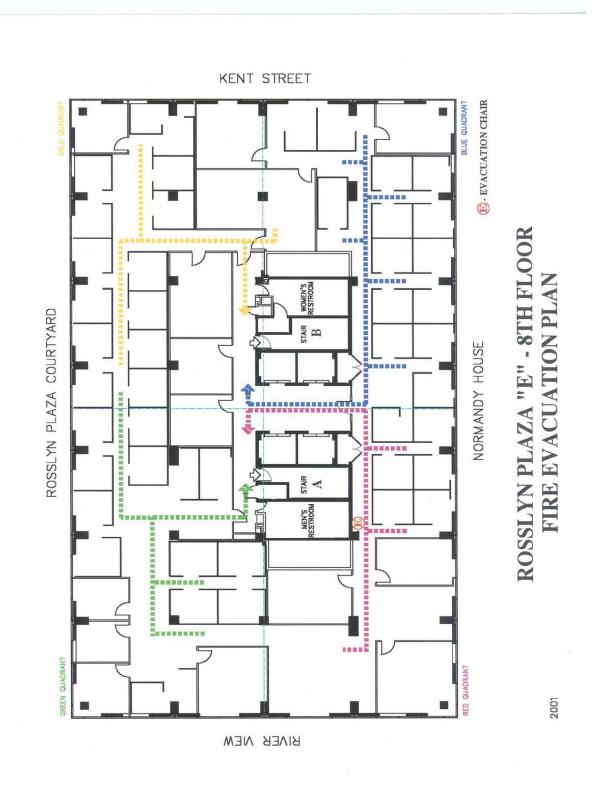
1621 North Kent Street 6th Floor Evacuation Routes



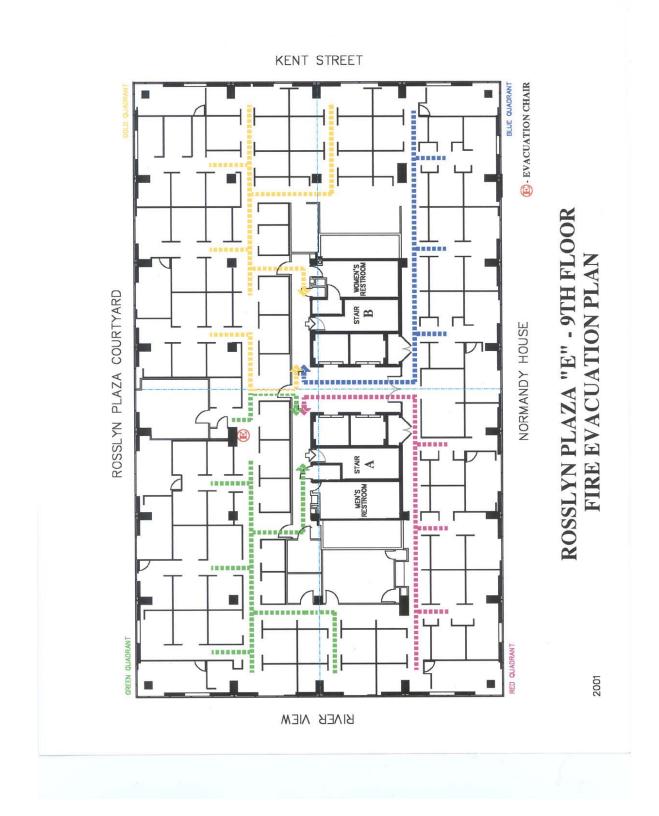
1621 North Kent Street 7th Floor Evacuation Routes



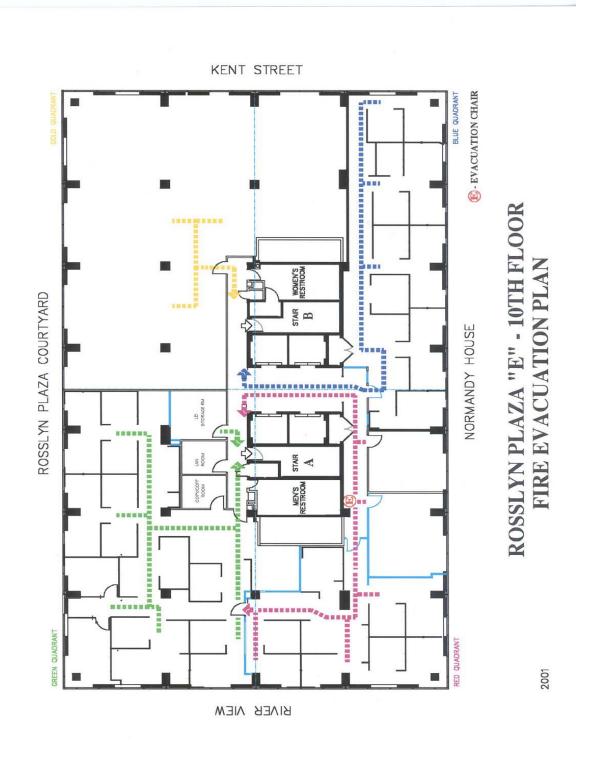
1621 North Kent Street 8th Floor Evacuation Routes



1621 North Kent Street 9th Floor Evacuation Routes



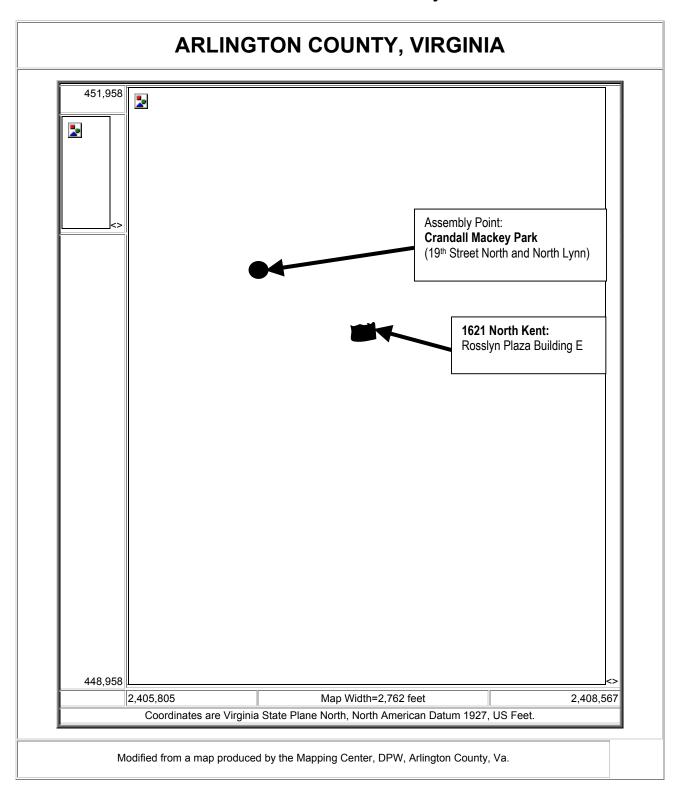
1621 North Kent Street 10th Floor Evacuation Routes



ASSEMBLY AREAS 1601 North Kent Street Assembly Areas

ARLINGTON COUNTY, VIRGINIA 451,958 <u>.</u> <u>.</u> Assembly Point: Orleans House-Eastside (North Lynn and Wilson) 1601 North Kent: Rosslyn Plaza Building C 448,958 <> 2,405,805 Map Width=2,762 feet 2,408,567 Coordinates are Virginia State Plane North, North American Datum 1927, US Feet. Modified from a map produced by the Mapping Center, DPW, Arlington County, Va.

1621 North Kent Street Assembly Areas



EMERGENCY PHONE NUMBERS

Emergency Medical Services (Emergency) 9-911		
Police Services:		
Local	Arlington County Police Department (Emergency)	9-911
	Arlington County Police Department (Non-emergency) Arlington County Police 2 nd District Station	9-1-703-558-2222 9-1-703-228-4150
GSA	Federal Protective Service	9-1-202-708-1111
USFS	Law Enforcement and Investigations (LEI)	9-1-703-605-4690
	(For thefts or other assistance)	
Bomb Disposal:		
Local	Arlington County Police Department (Emergency)	9-911
	Arlington County Police (Non-emergency)	9-1-703-558-2222
Medical Services	::	
Off Site:		
	Hospital	9-911
	Ambulance	9-911
	Doctors	9-911
	Paramedics Poison Control	9-911 9-1-800-222-1222
	Foison Control	9-1-000-222-1222
Utilities:		
Gas:	Washington Gas Light Company	9-1-703-750-1000
	Washington Gas Energy Services	9-1-703-793-1000
Electric:	Dominion Virginia Power	9-1-888-667-3000
Water & Sewer:		
	Water Maintenance	9-1-703-228-6485
T 1 1	24-hour Emergency	9-1-703-228-6555
Telephone:	Verizon	9-1-800-275-2355
General Services	s Administration (National Capital Region):	
GSA (NCR)	Regional Control Center	9-1-202-708-9100
	Safety and Environmental Management	9-1-703-305-5149
	General Management Services	9-1-800-241-7246
Other Federal A	gencies:	
Coast Guard	National Response Center:	9-1-800-424-8802
EPA	Regional Response Center:	9-1-800-424-8802
OSHA	Baltimore Area Office:	9-1-410-767-2215
CDC	Centers for Disease Control (Public Response Line)	9-1-800-311-3435
FEMA	Washington, DC Operations Center	9-1-202-727-6161
USPS	US Postal Service, Inspection Service	9-1-301-499-7346

Commonwealth of Virginia:

VA	Department of Emergency Management	9-1-804-897-6510
	Department of Transportation	9-1-703-383-8368
	Highway Help Line	9-1-800-367-ROAD

Other Local:

Red Cross	National Capital Region	9-1-202-728-6400
Metro	Washington Metropolitan Area Transit Authority	9-1-202-783-1070
	Metro Rail/Bus General Information	9-1-202-962-1234
VRE	Virginia Railway Express	9-1-703-684-1001

Appendix: Forms for Reporting Purposes